

NJ Commission on Higher Education
Educational Opportunity Fund- Expenditure Report Instructions/Forms
*Article III - Summer Cost of Education Funds - Article IV - Summer Support Funds
and Summer Supplemental Roster*
Submission Date: September 19, 2003

PURPOSE:

The purpose of these instructions is to provide institutions with information necessary to report the expenditure of funds used to support the Educational Opportunity Fund (EOF) summer program as mandated by the current EOF Regulations.

NOTE: *All expenditures of EOF Program funds must be in accordance with the current contract, amending correspondence and EOF Regulations.*

A. Instructions for Completion of Signature Page:

Institution: Enter the name of your institution.

Signatures:

President -the individual authorized to contract on behalf of the institution.

EOF Director -the individual responsible for the administration of the EOF Program.

Financial Aid Director -the individual responsible for the administration of student financial aid.

Chief Fiscal Officer -the individual (along with the EOF Director) responsible for the accuracy and completeness of the fiscal information contained in this report.

Date: Enter the date each individual signs the report.

B. Definition of Columns:

INSTITUTION (includes all funding sources with the exception of EOF funds):

Budgeted: Transfer the latest amended contract distribution of EOF and institutional funds budgeted for the items listed in Sections I thru VI.

Expended: The amount of EOF and institutional funds expended for the items listed in Sections I thru VI.

Balance: The under or (over) expenditure of EOF and institutional funds for the items listed in Sections I thru VI.

Note: The *Total Expenditure* of EOF funds cannot exceed the *Total Approved Contract Budget*.

C. Instructions for Completion of Sections I thru VIII:

Section I - Personnel: Enter the expenditures for all personnel directly related to the operation of the EOF Summer Program. Do not include 12-month staff listed in the Article IV Academic Year Contract Budget Attachment B-3.

Administrative Salaries: Enter the total expenditures for salaries of all summer program administrative staff who are not funded via the academic year program support budget.

Counseling Salaries: Enter the total expenditures for salaries of all summer program counseling staff (including peer counselors) who are not funded via the academic year program support budget.

Tutoring Salaries: Enter the total expenditures for salaries of all summer program tutorial staff (including the Tutorial Coordinator if applicable, professional, graduate and peer tutors) who are not funded via the academic year program support budget.

Instructional Salaries: Enter the total expenditures for salaries for all summer program instructional staff who performed services for the EOF Program that do not normally accrue to the student through funds generated by state support paid to the institution and/or tuition paid by students and who are not funded via the academic year program support budget.

Clerical Salaries: Enter the total expenditures for salaries for all summer program clerical staff who are not funded via the academic year program support budget.

Other Salaries: Enter the total expenditures for salaries for all full- and part-time staff who do not fall into any of the categories listed above who are not funded via the academic year program support budget.

Total Personnel: Enter the sum of the expenditures for personnel in the categories listed above.

Section II - Fringe Benefits: Enter the expenditures for fringe benefits for the EOF summer program staff listed in the categories above. Please be reminded that fringe benefits for summer instructional staff only includes social security and unemployment benefits. EOF funds must not be used toward employee benefits for student assistants and part-time personnel.

Expenditures for fringe benefits from EOF funds must not exceed 21% of the full-time equivalent base salary. Fringe benefits for staff who spend less than 100% of their time as EOF program staff must be prorated accordingly.

NOTE: *EOF does not pay for the fringe benefits for senior public institutions..*

Section III - Educational Materials & Supplies: Enter the total expenditures for purchases of educational materials and supplies for the summer program.

Section IV - Other Services: Enter the total summer expenditures for other allowable items that do not fall into one of the categories listed above.

Personnel Summary: Enter the budgeted and expended information for the personnel included in this report on the Personnel Summary page. Include names and titles where applicable.

Section V & VI - Cost of Education: Enter the information requested in Section V for initial students (students who have never received an EOF grant) and Section VI for renewal students (students who have previously received an EOF grant) for the summer program cost of education expenditures in the categories listed (tuition, etc.).

of Students: Enter the number of students for which expenditures were made in each of the cost of education categories listed for the summer program.

of Credits: Enter the average # of credits per student for which expenditures for tuition and fees were made for the summer program.

of Weeks: Enter the number of weeks for which expenditures for room, board, stipends and insurance were made for the summer program.

Tuition: Enter the expenditures for tuition charges for students enrolled in the summer program.

Fees: Enter the expenditures for fees for students enrolled in the summer program.

Room: Enter the expenditures for room charges for the residential students enrolled in the summer program.

Board: Enter the expenditures for meal charges for students enrolled in the summer program.

Stipends: Enter the expenditures for stipends paid to the students enrolled in the summer program.

Books: Enter the expenditures for books for students enrolled in the summer program.

Insurance: Enter the expenditures for insurance charges for the residential students enrolled in the summer program.

Total Cost of Education: Enter the sum of the sub-totals for the cost of education expenditures for initial and renewal students.

Total Summer Expenditures: Enter the cumulative expenditures for Sections I thru VI.

Section VII & VIII - EOF Summer Supplemental Roster (SSR): See page 4 for instructions for completing the Summer Supplemental Roster.

D. Instructions for Submitting Refunds and Reports:

Submission of Refunds: All unexpended funds must be returned to the CHE/EOF. Unexpended summer program funds are to be submitted along with the expenditure report. If the check is not mailed with the expenditure report, please indicate on the stub or in a cover letter what the check is for. Summer cost of education (Article III) refunds must also include a list of students. **Checks are to be made payable to the Treasurer, State of New Jersey and submitted to the address below.**

Please do not include any other information (i.e., Barb An's name, etc.) on the check.

Questions: If you have questions pertaining to the completion of the SSR, please contact the Program Liaison assigned to your program. If you have questions pertaining to the expenditure report, please contact Barb An Reed Sanders at the number shown below.

Submission of Report: All EOF expenditure reports are to be mailed to Ms. Barb An Reed Sanders at the address below. **Please note: faxed copies will no longer be accepted as official documents because the original signatures are needed for audit purposes.**

Ms. Barb An Reed Sanders
Accountant
Higher Education Student Assistance
Authority
PO Box 540
Trenton, NJ 08625-0540
Phone: 609-588-3278
E-mail: bsanders@hesaa.org

Section VII & VIII - EOF Summer Supplemental Roster (SSR):

Enter the information requested in Section VII for initial students (students who have never received an EOF grant) and Section VIII for renewal students (students who have previously received an EOF grant).

Institution: Enter the name of your institution.

Total Number of Initial/Renewal Students:

Enter the total number of initial/renewal students included on the applicable SSR. These totals should correspond to the number of initial and renewal students reported in the Cost of Education sections of the expenditure report (Sections V & VI).

Total Term Request Initial/Renewal Students:

Enter the total payment requested for initial/renewal students included on the applicable SSR. These totals should correspond to the number of initial and renewal students reported in the Cost of Education sections of the expenditure report (Sections V & VI). The CHE/EOF Office can only guarantee payment within your allocation. Therefore, please **DO NOT EXCEED** the dollar amount of your summer Article III cost of education allocation per the preliminary allocation notification plus any subsequent appeal approved by the EOF Board of Directors.

Student Identification: Enter names and social security numbers for each student for whom payment is being requested.

Note: The signatures on the cover page of the summer program expenditure report also denotes that the students included on the SSR are eligible to receive payment in accordance with the verification and eligibility sections of the EOF Regulations.

EOF Term Request: Enter the EOF Term request for each student. The EOF Term Request (Cost of Education) is determined by adding the total cost of tuition, fees, room, board, stipends, books, and insurance for initial and renewal students enrolled at your institution for the summer program.

Commuter Students: The cost for commuter students includes tuition, fees, stipends, and books in accordance with the approved summer program budget.

Residential Students: The cost of residential students includes tuition, fees, room, board, stipends, books, and insurance in accordance with the approved summer program budget.

Reminder: Do not include Article IV Program Support money in the Term Request!

Housing Code: Indicate the student's housing status as follows:

1 = Commuter 2 = Residential

Gender Code: Enter the student's gender as follows:

1 = Male 2 = Female